

Needs Assessment Worksheet

Indiana Department of Education

This Worksheet is intended to assist you in developing the needs assessment for the Safe and Drug-Free Schools and Communities (SDFSC) application. To receive funding a school corporation shall base its program on a thorough assessment of objective data about the drug and violence problems in the schools and communities served.

Purposes and Functions of your school districts needs assessment - Check what you believe will be the purposes and functions of your school districts needs assessment. This will help you determine what your needs assessment will look like.

Purposes (check all that apply)

- ☐ Assess appropriateness of goals, objectives and activities
- ☐ Plan new goals, objectives, and activities
- ☐ Provide accountability information about prevention activities and services
- ☐ Identify duplication of services
- ☐ Identify unmet needs
- ☐ Other _____

Functions (check all that apply)

- ☐ Identify new target or high-risk populations
- ☐ Provide baseline data for evaluation
- ☐ Research the community's perception of the problem and the need for services
- ☐ Identify barriers to the utilization of available services
- ☐ Support request for funding
- ☐ Validate current activities
- ☐ Help make decisions about allocation of new funds and/or reallocation of funds
- ☐ Refine agency goals and objectives
- ☐ Plan new programs
- ☐ Identify existing services
- ☐ Other _____

Three Dimensions of Needs - Importance, feasibility and desirability:

1. *Importance* - an examination of the drug and violence problems in the school and community

Check which sources of data you will use:

- ☐ Survey of students
- ☐ Prevalence data collected locally
- ☐ Local crime data-Juvenile arrests related to drugs and violence
- ☐ School district expulsion and suspension data
- ☐ School discipline data

Gathering and assessing this data will help determine the prevalence of drug use and violence in a specific population and will provide a focus on the needs which are most important.

2. *Feasibility* - A consideration of resources necessary to address the identified problems compared with available resources. Using the data from the *importance* dimension of needs, determine what resources are necessary to address the identified problems and what resources are actually available. This will allow you to identify gaps in resources to ensure that funds are focused appropriately. Check the appropriate boxes.

Resources	Necessary	Available	List or describe the necessary resources and the resources currently available
Personnel	<input type="checkbox"/>	<input type="checkbox"/>	
Time	<input type="checkbox"/>	<input type="checkbox"/>	
Funding	<input type="checkbox"/>	<input type="checkbox"/>	
Facilities	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment	<input type="checkbox"/>	<input type="checkbox"/>	
Materials	<input type="checkbox"/>	<input type="checkbox"/>	
Technical Assistance	<input type="checkbox"/>	<input type="checkbox"/>	
Training	<input type="checkbox"/>	<input type="checkbox"/>	

3. *Desirability* - “Focusing on desirability helps identify problems that the target population (students and parents) are most interested in working on.” (The Challenge, v7, n2, page 9)

Answer the following questions:

- A. Describe how the target population can be or has been involved in the planning and implementation process? (This involvement can help answer the question below and create buy-in from the target population which can make programs and services more effective. Can be achieved through involvement on the Advisory Council)

- B. How can I adapt the drug and violence prevention programs and services to match the values, concerns, interests, and customs of the target population?

Adapted from “Needs Assessments: The first step toward planning and implementing effective drug abuse prevention programs,” The Challenge, v7, n2.